State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

January 23, 2006

CN # 08-06

TO: Administrators of the School Nutrition Programs, Child and Adult Care
           Food Program Centers, and Family Day Care Home Sponsoring
           Organizations

FROM: Carol Foxhoven
           Financial Services Director
           Health and Nutrition Services

SUBJECT: CNP Web Common Logon Policy

URGENT RESPONSE REQUIRED BY FEBRUARY 15, 2006

Your organization/school participates in the Child Nutrition Programs that utilizes the
CNP Web application and claiming system. To access this system, your
organization/school has requested User ID(s) also known as common logon accounts for
individuals working in CNP Web.

To obtain access to CNP Web, CNP Annual Financial Report, CNP Verification or CNP
Direct Certification, Health and Nutrition policy requires the following:

- Each individual requiring access to any of the CNP online systems must complete
  a Common Logon Security Agreement that is signed by an authorized
  representative of the sponsoring organization.
- The individual requesting access to any of the online systems must be an
  employee of the sponsoring organization/school. Employee(s) of a Food Service
  Management Company or Caterer are not eligible to receive common logon
  accounts. If Health and Nutrition Services becomes aware of any ineligible
  persons receiving access to any of CNP online systems, the common logon
  account will be disabled immediately.
- Certificate of Attendance at the appropriate Computer Training class.
- Certificate of Attendance at the Business Track training for the appropriate
  program.

1535 West Jefferson, Phoenix, Arizona 85007 ● Voice: (602) 542-8700 ● Fax: (602) 542-1531

- If requesting access to CNP Direct Certification, justification for access must be provided by the sponsoring organization/school.

- Common Logon accounts <u>must not</u> be shared with anyone. If Health and Nutrition Services becomes aware of the sharing of any accounts, that account will be disabled immediately.

Health and Nutrition Services is in the process of verifying and updating all common logon accounts associated with CNP Web. Page 3 of this letter contains a CNP Web/Common Logon Security Agreement which must be completed for each individual requiring access to any CNP Web online system with the exception of CNP2000 (Food Distribution). Please return the agreement(s) and appropriate certificates of attendance by fax to Dana Gayer at (602) 542-3818 or (602) 542-1531 by **February 15, 2006**. A*ll Common Logon account(s) will be disabled if new agreements are not received by the due date which could delay reimbursement payments to your organization/school.*

If you have any questions regarding common logon accounts, please e-mail Dana Gayer at Dana.Gayer@azed.gov or call her at (602) 542-2303 for assistance.

Thank you for your cooperation.